



## DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

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# SAFER AT WORK

## COVID-19: BEST PRACTICES FOR KEEPING YOUR EMPLOYEES SAFE

### IMPLEMENT A FLEXIBLE SICK LEAVE POLICY AND ENCOURAGE SICK EMPLOYEES TO STAY HOME

- Keeping sick employees home will lower your risk of spreading the disease in your establishment
- Educate and monitor your staff for symptoms (i.e. fever, cough, shortness of breath, headache, muscle aches, etc.)
- Monitor employee temperature upon arrival to work
- Sick employees should be sent home and not be able to return to work until these [CDC Isolation Guidelines](#) are met.
- Inform your supervisor if you have a sick family member or have been in close contact with someone who is sick

### EDUCATE EMPLOYEES ON HOW TO REDUCE THE SPREAD

- Encourage frequent hand washing with soap and water for at least 20 seconds. If water is not available, frequently use hand sanitizer that contains at least 60% alcohol
- Avoid touching eyes, nose, mouth, and face
- Cover your mouth and nose when you cough or sneeze
- Practice social distancing at all times and discuss how to encourage customers to follow social distancing protocols
- Universal masking for all employees

### ASSESS YOUR ESSENTIAL FUNCTIONS

- Prioritize what is essential to your operation
- Consider flexible worksites and work hours
- Consider downsizing operation and reducing hours
- Deliver services remotely and products through curbside pick-up or delivery

### GENERAL CONSIDERATIONS

- Create COVID-19 specific policies and properly train staff
- Designate a Workplace Coordinator who is responsible for COVID-19 specifics in the workplace
- Assess worker risk to exposure and provide appropriate personal protective equipment (PPE) including face masks, gloves, etc. when appropriate
- Post current safety information for all employees and reminders on how to prevent exposure

#### Additional Resources/References:

1. CDC guidance, [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)
2. OSHA guidance, [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

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